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STANDARD FORM NO. 64

FILED : Reports (Decker)

RETURN TO RECORDS ADMINISTRATION

Office Memorandum • UNITED STATES GOVERNMENT

GENERAL SERVICES OFFICE

TO : All Section Chiefs

DATE: 15 February 1954

FROM : Chief, Records Management Branch, MID

SUBJECT: Activity Reporting

Present reporting requirements provide for only weekly reporting of Branch activities. Each Section Chief will be expected to submit to this office a report of his activities in a form that can be incorporated into a Branch report without rewriting and editing. This is to be submitted in an original and three copies. The report is to be turned in to this office no later than Wednesday noon for the week ending Wednesday rather than Thursday as was done previously. The statistical information which has been regularly submitted by the Records Center will be continued until further notice.

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2/11

j. Time Check

	Hrs	Min
Regular trips	731	50
Special trips	156	10
Leave	181	30
Detailed	116	00
Waiting time	30	30
Total	1216	

Remarks:

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1/7/54

j. Time Check

	Hrs	Min.
Regular trips	505	30
Special trips	76	45
Leave	119	00
Detailed	127	00
Waiting time	11	45
Total	840	

1/14/54

j. Time Check

	Hrs	Min.
Regular trips	660	40
Special trips	168	25
Leave	126	00
Detailed	181	00
Waiting time	21	55
Total	1158	

1/21

j. Time Check

	Hrs	Min.
Regular trips	780	05
Special trips	137	40
Leave	82	00
Detailed	188	45
Waiting time	19XX	30
Total	1208	

1/28

j. Time Check

	Hrs	Min.
Regular trips	671	55
Special trips	193	55
Leave	116	30
Detailed	144	00
Waiting time	31	40
Total	1158	

2/4

j. Time Check

	Hrs	Min.
Regular trips	753	35
Special trips	211	40
Leave	43	00
Detailed	184	00
Waiting time	15	45
Total	1208	

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